



## **JOB DESCRIPTION**

### **PUBLIC WORKS SEASONAL/TEMPORARY MAINTENANCE WORKER (Parks, Streets, Sewer and Water Divisions)**

<b>Date:</b>	February 3, 2016		
<b>Position Title:</b>	Seasonal/Temporary Public Works Maintenance		
<b>Department/Division:</b>	Public Works/Maintenance Divisions		
<b>Grade:</b>	101	<b>Salary Range:</b>	\$10.82 to \$12.88 per hour DOQ and position
<b>FLSA Status:</b>	Non-exempt		
<b>Position Reports And Is Accountable To:</b>		Division Maintenance Supervisors	

**POSITION OBJECTIVE:** Perform manual labor and variety of maintenance tasks for the parks, streets, sewer or water divisions within the Public Works Department.

#### **ESSENTIAL JOB FUNCTIONS:**

1. Perform manual labor and heavy lifting under all weather conditions.
2. Assist full-time employees in various maintenance and repair tasks, including, but not limited to: mowing, clipping, trimming, cleaning equipment, materials and buildings, painting, operating equipment, observing monitors, shoveling, weeding, digging, filling potholes, driving, cement work, traffic control, sewer cleaning, etc.
3. Safely operate various motorized and non-motorized equipment and tools.
4. Drive or transport assigned vehicles and/or equipment to various job sites, as needed.
5. Read and follow verbal instructions and written procedures, such as operating manuals, department procedures, computerized monitors, and safety guidelines for mechanical equipment and tools.
6. Work effectively and cooperatively with the general public, staff members and outside agencies.
7. Arrive to work on-time and meet attendance requirements.
8. Wear required uniforms and personal protective equipment as assigned and directed.
9. Participate in meetings and training sessions as directed.

**OTHER FUNCTIONS:**

1. Refers residents and customers with questions and complaints to supervisors or appropriate personnel.
2. Report maintenance problems, safety hazards and customer complaints to supervisors.
3. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. Must be at least eighteen (18) years of age.
2. Must have a valid driver's license with a good driving history and no restrictions.
3. Final candidates must satisfactorily complete a thorough criminal background and reference check process.
4. A completed application and supplemental questionnaire must be received by the posted deadline.

**DESIRED QUALIFICATIONS:**

1. Previous Public Works Maintenance experience for a local, state or county government.
2. Working knowledge of safety requirements for assigned tasks.
3. Post high school education or formal training in skills.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of public works maintenance functions and repairs.
2. Knowledge of a using a variety of tools, equipment and materials used.
3. Knowledge of general safety procedures, OSHA, etc.
4. Ability to read written instructions such as operating manuals and instructions for mechanical equipment.
5. Ability to verbally communicate effectively with co-workers, supervisors, and the general public to relay information, report concerns, and to provide directions.
6. Ability to establish and maintain effective working relationships and deal tactfully with internal and external customers, co-workers, and partnering agencies, etc.
7. Ability to perform basic mathematical computations, including addition, subtraction, multiplication, division, fractions, etc.

**WORK SCHEDULE:**

Typical work schedule is 7:00 a.m. until 3:30 p.m. (6:30 a.m. until 3:00 p.m. May through September), Monday through Friday. Occasional weekend or evening work may be required. Possible four day, (ten hours per day) work week schedule.

**WORK ENVIRONMENT:**

The attached work environment characteristics are representative of those an employee encounters while performing the essential functions of a Seasonal Public Works Maintenance Worker. Reasonable accommodations may be made to enable a person with disabilities to perform the essential job functions. See enclosed physical activity requirements.

**COMPENSATION AND BENEFITS:**

Starting rate of pay from \$10.82 to \$12.88 per hour depending on qualifications and position held. Eight hours per day for no more than 120 working days in a calendar year. Benefits include workers' compensation insurance and employer's share of payments to Social Security, and Medicare. Employees will receive City of Fridley uniform T-shirts. The City will contribute a portion of the cost of the required safety shoes.

**APPLICATION PROCEDURE:**

For application materials contact the City of Fridley, 6431 University Avenue N.E., Fridley, MN 55432 or call (763) 572-3504 or download an application from the City's website at [www.FridleyMN.gov](http://www.FridleyMN.gov). A City Employment Application must be completed and received no later than 4:00 p.m. on April 6, 2016. Applications received after closing date may not be considered.

**February 2016**

The City of Fridley will not discriminate against or harass any employee or applicant for employment because of race, creed, color, religion, national origin, sex, disability, age, marital status, sexual orientation, participation in local commission, or status with regard to public assistance.

# Fridley Job Activity Requirements

## Mental/Motor, Environmental, Physical Demands, and Hazardous Environment

**Job Title:** Seasonal Public Works Maintenance Worker  
**Department/Division:** Public Works/Maintenance  
**Brief Description of the Job:** Perform manual labor and a variety of maintenance tasks for the Public Works Maintenance Divisions (parks, streets, water and sewer.)

Motor/Mental Ability	VI	O	F	C	Environmental	VI	O	F	C	Physical Demands	VI	O	F	C
Mathematics		X			Works with Others			X		Sitting		X		
Reading		X			Works Alone		X			Standing			X	
Writing	X				Customer Contact		X			Walking			X	
Reasoning			X		Shift Work	X				Running				
Problem Solving		X			Extended Day	X				Lifting			X	
Attentiveness				X	Extreme Hot			X		Pushing/Pulling			X	
Work Supervision					Extreme Cold		X			Carrying		X		
Guidance Available			X		Extreme Noise		X			Bending at Waist			X	
Autonomy		X			Confined Area					Climbing		X		
Social Interaction			X		High Places	X				Repetitive hand motion			X	
Supervising Other Employees					Work Indoors	X				Twisting upper Body			X	
					Work Outdoors				X	Reaching		X		
					Mechanical Hazards		X			Kneeling		X		
					Electrical Hazards	X				Driving			X	
					Explosive Material					Crouching		X		
					Chemicals (OSHA Def).		X			Crawling				
					Fumes	X				Use arm muscles over extended periods			X	
					Gases	X				Use leg muscles over extended periods			X	
					Other					Over shoulder height work		X		
										Stationary desk or bench work with neck bent forward	X			
<b>Demand Codes:</b> Blank = Not Applicable or Not Present VI = Very Infrequent, 1 to 2 times a week										Use hand to finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, and equipment			X	
O = Occasional, up to 1/3 of time F = Frequent, 1/3 to 2/3 of time C = Constant, more than 2/3 of time										Ride or drive equipment that is bumpy, jarring and on uneven surfaces (lawn mowers)			X	

The number of times the following weights are *lifted*.

Weights Lifted in pounds	Times per day	Objects Lifted	From what heights to what height in ft.
0 - 10	10	Operating supplies and construction materials and equipment attachments	0 to 4 feet
11 - 24	10	Operating supplies; equipment attachments	0 to 4 feet
25 - 34	15	Operating supplies; equipment attachments	0 to 4 feet
35 - 50	2	Bulk containers of construction supplies and equipment attachments	0 to 4 feet
51 - 74			
75 - 100			
100 - 150	2	Operating supplies.	0 to 4 feet

The number of times the following weights are *carried*.

Weights Carried in pounds	Times per day	Objects Carried	Distanced Carried in ft.
0 - 10	10	Operating supplies and construction materials and equipment attachments	20 feet
11 - 24	10	Operating supplies; equipment attachments	20 feet
25 - 34	15	Operating supplies; equipment attachments	20 feet
35 - 50	2	Bulk containers of construction supplies and equipment attachments	10 feet
51 - 74			
75 - 100			
100 - 150	2	Operating supplies	10 feet

This job activity requirement was revised 2.02.2016